

The HR Advisor

Volume 1, Issue 4

May 2008

DoDEA
Human Resources
Regional Service Center

Pay Pool Process

Keys to the Pay Pool Process – Fairness, Accountability, and Communication

Having worked hard to meet expectations, employees have a reasonable expectation that they will be rewarded for their achievements. While all employees are accountable for the results of their work, managers also are accountable for ensuring that employees are rewarded fairly. The pay pool process preserves the integrity of the NSPS performance management system by ensuring a higher level review takes place and that discussions regarding performance are made within the context of mission and organization. Employees look to their supervisors with great expectations about their own rewards and value to the organization. They want to feel they are treated fairly and equitably by all members of the pay pool panel. This fairness reinforces trust between employees and managers/supervisors. The pay pool process provides a structured way of reviewing management decisions and ensures all employees receive equitable consideration. Communication is critical to the pay pool process. Supervisors need to ensure their employees understand how the pay pool process works. Employees need to have a clear understanding about what the decisions are and how they are made, as well as their own responsibilities in ensuring the decisions made on their behalf are based on informed judgment. Ongoing communication about performance and results builds common understanding.

What are Pay Pools and Pay Pool Panels?

Pay pools are groups of employees who work in an organization and share funding for performance payouts. Each employee is in only one pay pool at a time, and employees are informed about the pay pool they are in. Pay pools vary in size from approximately 50 members to over 300 members and are typically structured by organization or function. Regardless of pay pool size or configuration, under NSPS, performance is the key determinant of any salary increases or awards received, and work performance is evaluated within the context of the mission. Pay pool panels are groups of managers/supervisors that gather to review employee evaluations to ensure that the same standards for evaluating performance are applied, and that performance payouts are consistent with the ratings. Each pay pool has a designated pay pool manager who is responsible for managing the pay pool. The pay pool manager oversees the process of reconciling the rating and reward decisions and settles disagreements between pay pool panel members.

Mock Pay Pool Process – Why It is Important?

A mock pay pool exercise is a way for any organization to understand the pay pool process. During the exercise, organizations identify ways to improve their process to achieve greater consistency and ensure fairness in ratings and payouts. The exercise is best accomplished as if it were the real thing. Rating officials review their employees and assign mock ratings, numbers of shares, and payout distributions. The panel then practices advocating for employees and reconciling results. The mock exercise results are not recorded for compensation purposes; however, they can help refine the estimated share value for the real pay pool process. Organizations generally run the mock pay pool process with real employee data, although data from a virtual pay pool also can be used. In either case, past experience has shown that a panel's familiarity with the process, its ability to handle difficult situations, and the quality of its decisions improve when it conducts a mock pay out exercise.

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Announcements

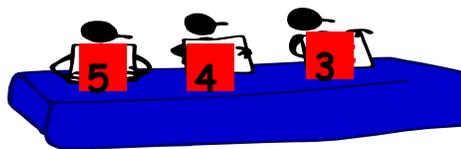
Overseas Educator Salary Schedules SY 07-08 now online at:

<http://www.dodea.edu/offices/hr/salary/dodds.htm>

Did You Know:

The MyBiz tool allows you to update some of your personal information? You can update your work email address, language proficiency, ethnicity, emergency contact, and handicap information. The work email address is extremely important for those employees under NSPS to receive notifications on movement of appraisals. All DoDEA employees are encouraged to view and update their personal information using MyBiz by logging in to

<https://compo.dcpds.cpms.osd.mil/> using your CAC. You now have the power to keep your information up-to-date!



Pay Pool Process—cont.

How is the Pay Pool funded?

The pay pool fund has the following elements:

Element 1 represents base pay funds that historically were spent on within-grade increases, quality-step increases, and promotions between General Schedule grades that no longer exist in NSPS.

Element 2 represents funds (if any) that remain available from the government-wide general pay increase after the Secretary has exercised his or her authority to fund any rate range adjustments to pay bands or local market supplements.

Element 3 represents funds historically spent on performance-based awards. Each element is expressed as a percentage of the total base salaries of all employees in a pay

pool. The funds associated with Elements 1 and 2 are available for increases to base pay. The funds associated with Element 3 are available only for bonuses. Under NSPS, compensation and rewards are affected by performance. At the end of each rating cycle, individual performance is evaluated to determine whether a salary increase or performance award is warranted. The pay pool process, a key component of the performance management cycle, provides a means of ensuring that all managers/supervisors apply standards equitably when rating their employees and that rewards provide incentives to the workforce. The pay pool process allows organizations to recognize and reward individual and team accomplishments. Through the use of pay pools and pay pool panels, the understanding of valued and role model performance is enhanced and the principle of equal pay for equal work is emphasized.

NSPS Update

As we enter the interim assessment and Mock Pay Pool phase of NSPS, all employee objectives and assessments entered into the Performance Appraisal Application (PAA) tool will be used by pay pool managers. Through the DoDEA NSPS Inquiry email box, we have noted several inquiries regarding concerns about the Employees Interim Assessment field being cleared out or the contents deleted after the Mock Pay Pool. The DoDEA NSPS Program office has consulted with The NSPS Program Executive Office (PEO) and confirmed that the information residing in the Interim Assessment field will not be deleted. This information will be retained and available to the pay pool for the final rating. We encourage all employees to retain information entered into the PAA tool in a word document as a backup.

The next major phase of NSPS will be the Annual Rating period. In preparation for this phase, the NSPS PEO has indicated that information residing in the Annual Assessment and Rating fields will be purged on July 1, 2008. This is ONLY for the Annual Assessment and Rating fields and will not have any effect on your Interim Assessment information so, the interim ratings and share recommendations will be purged, but the narrative assessment will be retained.

On another note, the MyBiz email function is now operational. To receive email notifications on all appraisal movement between employee and supervisor, access MyBiz, select Update My Information and enter your work email address. For questions or concerns, please send an email to DoDEA's NSPS mailbox at DoDEA.NSPS.Inquiries@HQ.DoDEA.edu.

LQA upon Separation or Transfer

The Department of State Standardized Regulations and the Department of Defense Manual 1400.25-M governs authorization and payment of allowances. When an employee is separated while assigned to a post at which LQA has been granted, the grant shall terminate at the end of the last day of his/her employment. When an educator separates, eligibility for allowances terminates on the educator's last duty date. As an alternative, temporary quarters subsistence allowance (TQSA) may be paid for a period not in excess of one month prior to final departure from the post. In order to allow teachers some flexibility in arranging pack-out and port calls prior to their last day of employment, DoD Manual 1400.25-M allows for the continuation of either LQA or TQSA for up to 14 days after the end of the school year, or the date of departure, whichever is earlier, for a teacher to ship household goods and initiate travel. The intent is to allow educators some flexibility in arranging pack-out days and port calls after the end of the school year. Therefore, as long as the educator submits a request for the continuation of LQA or TQSA for 14 days or less after the last day of the school year, the extension of allowances may be

authorized through the date of departure.

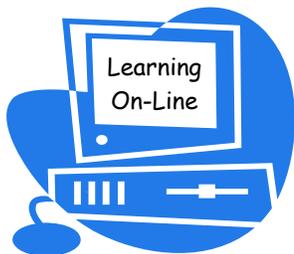
When an employee is transferred from a post where an LQA has been granted, the grant shall terminate as of the following dates, whichever is earliest: a. the date immediately preceding the effective date of the employee's predeparture temporary quarters subsistence allowance grant, except that the agency head may continue LQA for a period of five days following commencement of the temporary quarters subsistence allowance grant if a determination is made that it is necessary for the employee to vacate existing quarters in order to meet lease requirements for cleaning and repair; b. the date the employee commences travel under the transfer, or combined leave and transfer order; or c. the effective date of transfer, when no travel by the employee under the transfer is involved.

In order to avoid any unnecessary overpayment of LQA, employees separating or transferring are reminded that it will be necessary to promptly submit a request to terminate his/her LQA through the DAPS on line system.

Separation Travel from OCONUS Duty

OCONUS separation travel is Government furnished return travel to the employee's place of actual residence (PAR-same as home of record) for the purpose of separating from Federal service. The employee must have a service agreement providing for return travel and transportation allowances and served the period required in the current service agreement unless that service period requirement has been waived. In addition, the employee must resign, retire or be separated involuntarily from Federal service. Return travel may be authorized to an alternate destination not to exceed the constructed cost for travel from the employee's OCONUS permanent duty station to the PAR. The employee is financially responsible for any excess costs. Normally, a delay of travel not in excess of 90 calendar days is considered a reasonable period of time for a delay in separation travel. Under unusual extenuating circumstances, the employee may request a delay for return travel up to 2 years from the separation date. A request for delayed return travel and/or return transportation of household goods must be submitted to the servicing HQ DoDEA HR Customer Operations Team at the time of separation from Federal service. Failure to request an extension or use the entitlements within 90 calendar days after separation will constitute forfeiture of all return travel entitlements. OCONUS separation travel includes return travel for the employee and eligible dependents; return transportation of household goods from the OCONUS permanent duty station and from non-temporary storage; one privately owned vehicle; temporary storage of household goods not to exceed 90 days; and unaccompanied baggage. If you would like to read more on OCONUS separation travel, you may access paragraphs C5085 and C5180.C from Chapter 5 of the Joint Travel Regulations, Volume 2 at: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

On-Line Training



Career development is an essential element in the management of the Department of Defense Education Activity (DoDEA). Our complex and diverse mission requires the constant upgrading of knowledge, skills, and abilities. Providing career development training for our overseas employees is paramount for DoDEA. Overseas employees can take advantage of conven-

ient and accessible on-line courses; learn at their own pace, on their own time, in their own home or office. The Graduate School offers a wide range of courses in various distance education delivery formats. Options for self-paced learning include paper-based, CD-ROM, and Web-based courses. For on-line training opportunities go to the USDA Graduate School, Distance Learning web site at:

http://grad.usda.gov/index.php?option=com_content&task=view&id=166&Itemid=196

To learn more about DoDEA's training program, visit our Training web site at: <http://www.dodea.edu/offices/hr/employees/training/default.htm>

Summer Workshops

On April 18th, the Principals/Assistant Principals announced the names of those individuals approved to attend the Headquarters (HQ) Directed Summer Workshops. This year there are 30 courses with approximately 500 attendees.

As individuals begin preparing to attend, they may be wondering...

What paperwork is needed to document the workshop attendees?

How will I be compensated?

Who generates my travel orders?

The good news is that personnel actions are no longer required. For HQ Directed Summer Workshops, the Educational Summer Workshop Roster is used to identify and compensate attendees. Prior to commencement of class, each instructor will receive their class roster from the Training Office (TO). Attendees must sign the roster on a daily basis. The instructor will fax the signed roster to the TO on the first and last day of class. The TO will coordinate compensation with DFAS.

Compensation should be received by attendees within two pay periods after completion of the training. The remark "RCS/AVID/WKS" on the Leave and Earning Statement (LES) identifies the summer recess compensation. Contact your local Customer Service Representative (CSR) if you have any questions.

Attendees should contact their Area or District Points of Contact (POC) for travel order information. This website, https://webapps.dodea.edu/swa_cf/menu.cfm will identify the POCs, see page iv of the Summer Workshop catalog.



Service Credit for Retirement

Many employees wait until they are ready to retire before making any inquiries regarding their benefits only to discover their retirement pay is insufficient to live on or that they are not eligible to retire because they believe all of their service in their Service Computation Date (SCD) for leave is creditable towards retirement. There are several SCDs when it comes to calculating a service computation date, not all federal service is treated the same. The SCD most familiar to employees is the SCD (Leave), reflected on the SF-50, currently found in block 31. SCDs do not necessarily reflect a specific date when something happened. The SCD establishes a "virtual" starting date for continuous creditable service used to determine how much service is creditable toward eligibility for a specific benefit or entitlement. An employee's retirement SCD is determined at the time the application for retirement is processed or earlier if the employee requests an estimate of their projected annuity.

Employees who previously took a refund of their retirement contributions, or owe a deposit for temporary service or military service, may discover this service is not creditable for retirement and the rules are different depending upon the employees retirement system coverage. So plan ahead and inquire early. To request an annuity estimate contact your local Human Resources Representative or email the DoDEA HQ Benefits Unit at Benefits@hq.dodea.edu. Employees emailing the HQ Benefits Unit will receive a form to be completed and returned by email or faxed to 703-588-5380.

TP Pay Schedules and Retroactive Salary Adjustments



The pay schedules for SY 2007/2008 for Principals/Assistant Principals and Educators were signed into effect by the Wage and Salary Division of the Civilian Personnel Management Service on April 21, 2008, and were released to the field on Tuesday, April 22, 2008. The Human Resources Office is working to load the pay tables into the HR database and generate Notification of Personnel Action SF-50's reflecting the August 1,

2007 pay adjustment. For those educator's receiving pay retention, the Notification of Personnel Action is a manual calculation verses a mass update of the HR system once the pay schedules are loaded. The Classification and Compensation Section will calculate and prepare personnel actions to ensure payment is made at the same time as other educators. It is the goal of the Human Resources Office to ensure prompt payment to each educator soon after the schedules are loaded into the HR database.

TSP Limits the Number of Interfund Transfers

Effective May 1, 2008, new regulations limit the number of unrestricted interfund transfer requests to two per month. After a participant has made two Interfund Transfers (IFTs) in a calendar month, the participant may make additional interfund transfers only into the G Fund until the next calendar month.

toward the two (2) unrestricted interfund transfers per month limit.

For more information regarding this change, visit TSP's website and click on [What's New](#).

For each calendar month, the first two IFTs can redistribute a participant's account among any or all of the TSP funds. For the remainder of the month, participants may only move money into the Government Securities Investment (G) Fund (in which case the participant will increase the percentage of the account held in the G Fund by reducing the percentage held in one or more of the other TSP funds). TSP will count the interfund transfer based on its process date, not the date the interfund transfer is requested. If the first or second interfund transfer in a month moves money only to the G Fund, it still counts

